

Department of Natural Resources
Office of Conservation
P. O. Box 94275
Baton Rouge, LA 70804

DATE: _____

OILFIELD SITE RESTORATION CONTRACTOR APPLICATION

The following information is to be submitted for consideration as an approved bidder under La. R.S. 30:73 (4) [Act 404; Oilfield Site Restoration] :

Company Name:

Address:

Phone Number:

FAX Number:

Emergency Phone Number:

Contact Person:

Principals of the Company:

1. Indicate the location of work you desire to bid on:

<u>Well Depth</u>	<u>Land</u>	<u>Water 0-15'</u>	<u>Water 15' +</u>	<u>District(s)</u>
0-5000'				
5000' to geo pressure (approx. 10,000')				
10,000' and deeper (below geo press.)				

2. Indicate the type of work you wish to bid on (e.g., cementing, laydown services, general contractor, site restoration, etc.)

3. If you wish to do water work, provide a copy of current Oil Spill Contingency Plan.
4. Provide current Certificate of Insurance with Department of Natural Resources listed as the certificate holder. See the attachment entitled "Insurance Requirements: Certificate of Insurance" for the minimum that should be submitted.
5. Provide latest copy of Employer Report of Occupational Injury and Illness Quarterly Summary (LA Department of Labor - Form 1017A).
6. Provide accident experience modification factor for current year and previous two years.
7. Provide a firm resume.
8. Provide a copy of current contractor license with the State of Louisiana.
9. List three references:
10. Describe prior experience in performing similar work:
11. Provide a list of the equipment, owned or available, that will be used. Describe what arrangements will be made for all equipment.
12. Supply copies and procedures for:

- A. Equipment maintenance, preventive maintenance program
- B. Employee training program (orientation, short term employees, verification, etc.)
- C. Safety program
- D. Drug and alcohol prevention programs
- E. Procedures or specifications for buying materials, equipment, etc.

13. List any regulatory violation for the past five years:

14. Indicate below whether company is presently **certified** as a minority or woman-owned business:

_____ Certification by the State of Louisiana Division of Minority & Women's Business Enterprise

_____ Certification by the Louisiana Department of Transportation & Development Disadvantaged and Woman Business Program

_____ Other (Identify and provide contact person/phone number)

VENDOR'S NAME _____

DEPARTMENT OF NATURAL RESOURCES

LAND OPERATIONS

MINIMUM INSURANCE REQUIREMENTS

<u>General Liability</u> minimum limits of \$1,000,000 per occurrence	_____
BI/PD/Contractual/Products-Completed Operations/OCP	_____
Additional Insureds	_____
Waiver of Subrogation	_____
Pollution liability including Clean up	_____
Underground Resources	_____
Blowout and Cratering	_____
Broad Form Property Damage	_____
XCU - Explosion/Collapse/Underground	_____
No restriction in coverage for use of explosives	_____
<u>Workers' Compensation</u> - Statutory coverage and Employers liability	_____
Minimum Employers Liability of \$1,000,000	_____
Waiver of Subrogation	_____
No restriction in coverage for use of explosives	_____
<u>Automobile Liability</u> minimum limits of \$1,000,000 per occurrence	_____
Owned/Non-owned/Hired Automobiles or any auto	_____
Additional Insureds	_____
Waiver of Subrogation	_____

Insurance Agency/Company Representative

VENDOR'S NAME _____

DEPARTMENT OF NATURAL RESOURCES

WATER OPERATIONS

MINIMUM INSURANCE REQUIREMENTS

General Liability minimum limits of \$5,000,000 per occurrence _____

BI/PD/Contractual/Products-Completed Operations/OCP _____

Additional Insureds _____

Waiver of Subrogation _____

Watercraft Exclusion deleted or evidence of P&I min. \$5 million _____

Pollution liability including Clean up _____

Underground Resources _____

Blowout and Cratering _____

Broad Form Property Damage _____

XCU - Explosion/Collapse/Underground _____

No restriction in coverage for use of explosives _____

Workers' Compensation - Statutory coverage and Employers liability _____

Minimum Employers Liability of \$1,000,000 _____

P&I/Jones Act-Maritime minimum of \$5,000,000 for crew _____

Waiver of Subrogation _____

Longshoremen & Harbor Workers coverage including 905(b) _____

Outer Continental Shelf Lands Act Endorsement _____

Maritime/Jones Act coverage including TWMC min. of \$5 million _____

No restriction in coverage for use of explosives _____

Insurance Agency/Company Representative

Automobile Liability minimum limits of \$1,000,000 per occurrence _____

Owned/Non-owned/Hired Automobiles or any auto _____

Additional Insureds _____

Waiver of Subrogation _____

Protection & Indemnity minimum limits of \$5,000,000 to include crew
and TWMC _____

Waiver of Subrogation _____

Additional Insureds _____

"As owner of the vessel" phrase deleted _____

Any phrase purporting to limit the underwriter's liability to
value of vessel or to that of an owner be deleted _____

No restriction in coverage for use of explosives _____

If not covered by general liability:
Pollution including clean up _____

Underground Resources _____

Blowout & Cratering _____

Broad Form Property Damage _____

XCU - Explosion/Collapse/Underground _____

Vendor's Name _____

Insurance Agency/Company Representative

Section 4

DEFINITIONS

1. PROCEDURES: A detailed description of the work plan by which the contractor intends to carry out the scope of work.

2. LUMP SUM: A firm and inflexible quote that should allow for any unforeseen conditions that may alter or change the projected intent, the like of, but not limited to: procedures, schedules, methods, equipment, personnel, materials, logistics.
3. THE WORK: The scope of work described in this bid document and included in the lump sum price.
4. CONTRACTOR: The successful bidder to perform the scope of work described in this document.
5. ORPHAN WELL: A well which has been orphaned pursuant to the provisions of R.S. 30:80 et seq.
6. TANK BATTERY: An area allocated in the general proximity to well sites for the purpose of containing hydrocarbon and produced water storage tanks. It is normally bordered by containment dikes/levees. A tank battery may or may not have existing storage tanks.
7. PITS: A natural topographic depression or man made excavation used to hold produced water or other non-hazardous oilfield waste. See Statewide Order No. 29- B.
8. SITE: The confines established for a specific well or group of wells and associated pits, tank batteries, and facilities.
9. SUBCONTRACTOR: Any individual, firm, partnership, corporation, or combination of the two or more firms or corporations acting jointly, that are bound contractually to the contractor to perform portions of this work.
10. COMMENCEMENT OF WORK: Physically and actively performing the scope of work contained in the bid document, such as closing a pit or plugging a well. This definition does not include moving equipment on to the location or “visiting” the location.
11. FACILITY: The aggregate of vessels, separators, heaters, tanks, treaters, etc. (commonly referred to as production equipment), utilized in the producing and processing of effluents from a well.

ATTACHMENT “A”

PERFORMANCE BOND REQUIREMENTS

PERFORMANCE BOND: The Contractor shall furnish a Performance Bond for one hundred percent

(100%) of the amount of the contract for the faithful performance of his contract. The Performance Bond shall be secured by a Surety or Insurance Company currently on the United States Department of the Treasury Financial Management Service List of approved bonding companies and in accordance with restrictions set by them or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds. In addition, any surety bond written for a public works project shall be written by a surety or insurance company that is currently licensed to do business in the State of Louisiana. R.S. 38:2216 (2) requires that a bond shall be countersigned by a Louisiana licensed agent authorized to represent the Surety Company writing the bond and who is residing in this State.

ATTACHMENT “B”

INSURANCE REQUIREMENTS
CERTIFICATE OF INSURANCE
ACT 404 : P&A CONTRACTS

LAND OPERATIONS

1. GENERAL LIABILITY:

- A. Minimum limits of \$1,000,000 per occurrence.
- B. BI/PD/Contractual/Products-Completed Operations/OCP.
- C. Additional Insured - The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents and employees are to be included as additional insured with respect to any work done by the Insured under contract.
- D. Waiver of Subrogation in favor of: The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents and employees with respect to any work done by the Insured under contract.
- E. Pollution Liability including Clean up.
- F. Underground Resources
- G. Blowout & Cratering
- H. Broad Form Property Damage
- I. XCU - Explosion/Collapse/Underground
- J. No restriction in coverage for use of explosives.

2. WORKERS' COMPENSATION:

- A. Statutory coverage and Employers Liability.
- B. Waiver of Subrogation in favor of : The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents, and employees with respect to any work done by the Insured under contract.
- C. Minimum Employers Liability of \$1,000,000/\$1,000,000/\$1,000,000.
- D. No restriction in coverage for use of explosives.

3. AUTOMOBILE LIABILITY:

- A. Minimum limits of \$1,000,000 per occurrence.
- B. Owned/Non Owned/Hired Automobiles.
- C. Additional Insured - The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents and employees are to be included as additional insured with respect to any work done by the Insured under contract.
- D. Waiver of Subrogation in favor of: The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents and employees with respect to any work done by the Insured under contract.

IF NOT COVERED BY GENERAL LIABILITY

- A. Pollution Liability including Clean up ...
- B. Underground Resources
- C. Blowout & Cratering
- D. Broad Form Property Damage
- E. XCU - Explosion/Collapse/Underground

ATTACHMENT “B”

INSURANCE REQUIREMENTS
CERTIFICATE OF INSURANCE
ACT 404 : P&A CONTRACTS

WATER OPERATIONS

1. GENERAL LIABILITY:

- A. Minimum limits of \$5,000,000 per occurrence.
- B. BI/PD/Contractual/Products-Completed Operations/OCP.
- C. Additional Insured - The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents, and employees are to be included as additional insured with respect to any work done by the Insured under contract.
- D. Watercraft Exclusion deleted or evidence of Protection & Indemnity Insurance in minimum amount of \$5,000,000 in either instance.
- E. Waiver of Subrogation in favor of: The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents and employees with respect to any work done by the Insured under contract.
- F. Pollution Liability including Clean up.
- G. Underground Resources
- H. Blowout & Cratering
- I. Broad Form Property Damage
- J. XCU - Explosion/Collapse/Underground
- K. No restriction in coverage for use of explosives.

2. WORKERS' COMPENSATION:

- A. Statutory coverage and Employers Liability.
- B. Protection & Indemnity/Jones Act-Maritime in minimum amount of \$5,000,000 for crew.
- C. Employers Liability minimum limits of \$1,000,000.
- D. Waiver of Subrogation in favor of: The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents and employees with respect to any work done by the Insured under contract.
- E. Longshoremen & Harbor Workers coverage including 905 (b).
- F. Outer Continental Shelf Lands Act Endorsement
- G. Maritime/Jones Act coverage including TWMC/Transportation, Wages, Maintenance, and Cure.
- H. No restriction in coverage for use of explosives.

3. AUTOMOBILE LIABILITY:

- A. Minimum limits of \$1,000,000 per occurrence.
- B. Owned/Non Owned/Hired Automobiles.
- C. Additional Insured - The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents and employees are to be included as additional insured with respect to any work done by the Insured under contract.
- D. Waiver of Subrogation in favor of: The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents and employees with respect to any work done by the Insured under contract.

4. PROTECTION & INDEMNITY:

- A. Waiver of Subrogation in favor of: The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents and employees with respect to any work done by the Insured under contract.
- B. Additional Insured - The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents and employees are to be included as additional insured with respect to any work done by the Insured under contract.
- C. Minimum limits of \$5,000,000 to include Crew/TWMC.
- D. "As owner of the vessel" phrase deleted.
- E. Any phrase purporting to limit the underwriter's liability to value of vessel or to that of an owner be deleted.
- F. No restriction in coverages for use of explosives.

****IF NOT COVERED BY GENERAL LIABILITY****

- G. Pollution Liability including Clean up
- H. Underground Resources
- I. Blowout & Cratering
- J. Broad Form Property Damage
- K. XCU - Explosion/Collapse/Underground